

c/o Hutton House Durham Road Chilton County Durham DL17 0HE

Conserving our Past: Building Our Future

Chairman Cllr. Harvey Neve

Minutes of the Parish Meeting of Bishop Middleham Parish Council held Wednesday 10th July 2024, in Bishop Middleham Village Hall at 6.00pm

Present: Cllr. H. Neve (Chair), Cllr. J. Brownlee, Cllr. V. Cooke, Cllr. G. Jacobs, Cllr. M.

MacCallam, Cllr. G. Turner

Mrs. A. Hall (Parish Clerk)

0 members of the public were in attendance

ITEM NO.	MINUTES	ACTION
1.7/24	Notice of Meeting - it was moved by Cllr. H. Neve to open the meeting	
	at 6.00pm. This meeting time was rearranged by full agreement of	
	Members.	
2.7/24	Apologies: Cllr. J. Burrows (Work)	
3.7/24	Declarations of Interest - None	
4.7/24	Minutes - The minutes of the Council meeting held on 12 th June 2024 were approved. However, there were 2 errors found - 6.6/24 "proactive approach" to replace "proactive appropriate" and in 19.6/24 "and is happy to become a part of the village" should read "and the family are happy to become a part of the village".	АН
5.7/24	Public Participation - no members of the public were in attendance.	
6.7/24	County Councillor Report: Cllr. Peeke was unable to attend	
7.7/24	Outdoor Activities: a) Open Gardens / Garage Sale event - Cllr. MacCallam consulted with participants and organisers of this event and the following feedback was noted: a. Consider holding the event over 2 days so that everyone had the opportunity to visit the gardens / garage sales. b. More volunteers were needed to help with tea in the village hall. c. To contact local groups (Horticultural Group, WI, football clubs) to see what that can do to support the day. d. Contact local companies, agencies, shops to donate items for a raffle on the day.	JB/EP
	 e. Try to find a celebrity to attend the event. f. Contact local garden centres for donations. g. Plan for adverse weather. b) Michaelmas Fair - Members were given information of possible attractions on the day. It was felt that the giant games were not feasible due to volunteer availability to monitor the activity and it was also felt that the pavilion toilets were adequate for the event and portable toilets were not required. Other suggestions were put forward and these would be looked at by the Clerk. Agreed: to confirm the proposals put forward by the Clerk for the event and tabled in her report. 	АН

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8.7/24	c) Church Commision Land / Lease Update - No further information had been provided. However, members were informed that Savills were aware of our request and an update was expected soon. d) Grounds Maintenance Contract - Members were informed that the Clerk was unable to find a legal answer to our dilemma. It was felt appropriate to contact CDALC for further information. The contract documentation to be looked and amended as required for next meeting. Members felt it would not be easy to find a contractor who would undertake the grounds maintenance and erection of Christmas Lights and these options should be looked at separately. Agreed: Clerk to contact CDALC for support. Health and Safety - Members were informed that a number of residents had contacted the Clerk regarding the trees on Palmer Terrace. The Clerk pass the contact details for Savills to the residents and they have been in contact. It was positive that Savills have responded quickly and	
	arrange for an assessment to be undertaken and remedial work to be	
	carried out.	
9.7/24	 Finance a) Payments and Receipt June 2024- Members reviewed the payments and approved. b) Quarterly Report - spend to date - Members discussed the Qtr 1 report tabled by the Clerk. It was felt that current spend was on track and no concerns were raised. The report was approved by Members. c) Banking Mandate - The Clerk reported that there were some issues regarding Councillors authorising payments. The mandate shows there are 3 councillors who have been signed up to do this, only 1 was actively accessing. This becomes a problem when that Councillor has an interest in a payment and is unable to authorise. One of the Councillors did not feel able to continue being an authoriser due to other commitments. Agreed: Cllr Neve agreed to resolve logging on issues and resume his role of authoriser on the Unity Bank Trust accounts. d) Community Grant - Bishop Middleham Football Club - Members received a grant application form for the sum of £712 to cover the costs of the annual fee and the added costs relating to pitch marking. Most of the members felt that providing the costs for the pitch marking was suitable and approved a grant of £400. One councillor had disagreed with this decision. Agreed: approval of grant of £400 - proposed HN, seconded GT. 	HN
10.7/24	Councillor Vacancy -	
	 a) Members welcomed Cllr Euan Sparks as a very welcome addition to the council. Cllr Sparks replaces Cllr Maddison Green who resigned earlier this year. b) The Clerk had been informed on 30 June that the Returning Officer did not receive the required number of signatories to call an election for the recently advertised vacancy, following the resignation of Cllr Musgrove. This vacancy could not be filled by Co-option. Agreed: to be deferred to the next meeting of the Council. 	АН
11.7/24	Policies:	
	 a) Complaints Policy - Members reviewed this policy and found it to be accurate and up to date and no changes were required. Approved: proposed Cllr Neve, seconded Cllr Brownlee 	

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	 b) Document Retention and Destruction Policy - Members reviewed tis policy and found it to be accurate. However, it was highlighted that the Freedom of Information Policy, Publication Scheme and Privacy Notice were required to be finalised and approved. Approved: proposed Cllr Neve, seconded Cllr MacCallam. Agreed: Clerk to produce and table the 3 missing pieces of information at the next meeting. c) Communication Policy - Members reviewed this policy. It was found that the Clerks contact details needed to added to the document and the section regarding Facebook needed to be updated. Members were happy to approve this policy once those changes had been completed. Approved: proposed Cllr Sparks, seconded Cllr Neve. d) Equality and Diversity Policy - Members reviewed this policy and found it to be accurate and up to date and no changes were required. Approved: proposed Cllr Neve, seconded Cllr MacCallam. 	АН
19.7/24	Member Sharing	
	<u>Cllr Cooke</u> - highlighted the problem with speeding on High Road.	
	<u>Cllr Brownlee</u> - approached by a resident regarding the vacant garage -	
	to discuss at next meeting.	
	<u>Cllr Neve</u>	
	- Gave feedback on the executive CDALC meeting	
	- Following the recent election, Cllr Neve requested that a letter	
	be sent to the leaving MP, Paul Howell and also the new MP, Alan	
447/04	Strickland	
14.7/24	Next Meeting:	
	Wednesday 11 th September 2024 at 7pm	

The meeting closed 7.30pm

Signed: - Chair.

Date: